

**STATUTORY AUDIT TURNAROUND PLAN
2010/2011 – IMPLEMENTATION PLAN**

	independent reputable supplier, in respect of the goods and services procured was estimated at R58 520.							Expenditure.
								Per Audit Committee meeting 25/02/2011 to advertise for service providers to apply to be on suppliers database.

#	Audit Finding	Rating	Unit	Root Cause	Action	Assigned To	Date of action	Action to Date
3.	Deviations from quotation process.	H	SCM	<ul style="list-style-type: none"> Poor planning by user department (Assessment of needs). 	<ul style="list-style-type: none"> Amend SCM Deviations be approved by CFO and WM according with delegated authority. 	SCM: Manager	31/03/2011	Check Colin Harris SCM Policy to be amended. See 2 above for other actions.
4.	Procurement split into parts to circumvent the prescribed process.	H	SCM	<ul style="list-style-type: none"> User department their making procurement Lack of CMS 	<ul style="list-style-type: none"> Centralization of the SCM process and deviation should be prepared via SCM by user department. Implement a CMS. A meeting has been set with Munssoft to activate the module plus training. Identify the project which needs to entered over fixed terms period of which the service providers are appointed through Bi Process e.g. water tankers, event co-ordinates, toilets, disconnection/reconnections etc. 	All Directors	30/06/2011	CFO working with Munssoft. Technical Services Department to draw up specifications for services rendered on a regular basis to avoid splitting procurement into parts.
5.	Awards without proof of tax clearance	H	SCM		Refer 2 above	Refer 2 above		Files have been opened for each service provider and

Action plan on audit findings

**STATUTORY AUDIT TURNAROUND PLAN
2010/2011 – IMPLEMENTATION PLAN**

#	Audit Finding	Rating	Root Cause	Action	Date of action	Action to Date
6.	Preference points not applied.	H	SCM	• Centralization of the SCM Process	All departs	Immediate effect
7.	Deviations from competitive bidding process:	H	SCM	• Centralization of the SCM Process	All departs	Immediate effect
	• Advertisement days not in compliance with the SCM Policy					
	• Payment for goods and services in excess of R200k were not procured by means of competitive bidding process and deviations were not approved by the Municipal Manager.					
8.	Evaluation committee did not evaluate the bidders' ability to execute the contract	M	SCM	Audit query cleared during audit process	N/A	N/A
9.	Construction contracts awarded to contractors with lower grading/incorrect class of works.	M	SCM	Audit query cleared during audit process	N/A	N/A
10.	Bids/Quotations not advertised on municipality website and in line with the days prescribed in the SCM	H	SCM	• Web-site was not functioning.	Implemented	N/A

Action plan on audit findings

**STATUTORY AUDIT TURNAROUND PLAN
2010/2011 – IMPLEMENTATION PLAN**

Policy.	H	SCM	Lack of management supervision.	Once off issues and it was cleared	N/A	N/A
11. Incorrect allocation of preference points	H	SCM	• Lack of management supervision.	• Once off issues and it was cleared	N/A	N/A
• Municipality allocated 25 HDI.						
12. Supplier did not provide all details in bid document e.g. Company registration document, Tax reference number, VAT etc.	H	SCM	• Once off issues and it was cleared	N/A	N/A	
13. Delegations by accounting officer not in writing.	H	SCM	Accounting officer did not delegate powers and duties in writing.	• Every beginning of the financial period declaration must be signed.	MM	01/05/2011
14. Shortcomings with administration of the supplier database/list.	H	SCM	Ongoing monitoring and supervision by the SCM manager is not undertaken to enable an assessment of the effectiveness of internal control over SCM processes in compliance with applicable laws and regulations.	Refer 2 above	Refer 2 above	Refer 2 above
• No catalogue per supplier per commodity & per type of service.						
• Requirement for accreditation of supplier not listed in the SCM Policy.						
• No annual review and advertisement of supplier's Database not updated quarterly.						
15. Bid specification not approved by the accounting officer.	M	SCM	Audit query cleared during audit process	N/A	N/A	
16. Invitations for construction contract not published on the CIDB website.	H	SCM	• Implemented	N/A	N/A	
17. Expenditure - No conditions for procurement by petty	M	SCM	Audit query cleared during audit process	N/A	N/A	

Action plan on audit findings

**STATUTORY AUDIT TURNAROUND PLAN
2010/2011 – IMPLEMENTATION PLAN**

#	Audit Finding	Rating	Root Cause	Action	Actions	Date of action	Action to Date
18.	Quotations obtained from suppliers not on supplier database/list.	HH	SCM		Refer 2 above	Refer 2 above	See 14 above. Existing database is used and except in exceptional circumstance service providers are on the supplier database. Presently Munssoft and DIMS databases are being used for this purpose.
19.	Incompleteness of accruals.	Exp	<ul style="list-style-type: none"> • Procurement process not followed by the user department • Lack contract management system 	<ul style="list-style-type: none"> • Centralization of SCM and perform an SCM road show. • Sign a SLA with user department. • Engage the Munssoft – about CMS. • Review of monthly accruals – CFO. • Set up monthly meeting with user departments – budget/expenditure (Sne/Themba) 	T. Shezi S Mkhize	31/03/2011	Munssoft to write Contracts Module that will allow for financial management of financial commitments of each project. Interim measure – Order will be issued with value. Meeting with Tech Serv to establish values of projects as at 01/07/2010. Tech Serv to provide cash flows for each project.
20.	Unallocated water deposits	Rev	<ul style="list-style-type: none"> • Register for unallocated 	<ul style="list-style-type: none"> • Reconciliation of unallocated 	N.	Implement	Creditors reconciliations done on a monthly basis and reviewed by T Shezi. Thami doing recon. N

Action plan on audit findings

STATUTORY AUDIT TURNAROUND PLAN
2010/2011 – IMPLEMENTATION PLAN

				receipts are not maintained.	vote is performed and reviewed by Nhaka.	Mthembu		Mthembu reviewing monthly.
21.	Intangible assets not recognized.	H	Budget	Combined Systems to be advised to include all intangible assets in the FAR.	Dave	31/03/2011		Problem with unallocated deposits prior to 2009.
22.	Assets with no residual value - GRAP 17	H	Budget	Combined Systems to be advised to review all residual values particularly those with no residual value.	Dave	31/03/2011		
23.	Assets with high residual values	H	Budget	Combined Systems to be advised to review all residual values particularly those with high residual values.	Dave	31/03/2011		
24.	No formal agreements (Sangweni) in place for the use of land and building.	H	Corp Serv	Finalise future of Sangweni Centre and obtain the necessary agreements from KwaDukuza and Enterprise Ilembe.	MM and Director Corporate Services	31/05/2011	Lease agreement entered into between IDM and EI.	No lease agreement between IDM and KDM. Matter still to be addressed.
25.	Asset (Purification Plant) and revenue from non exchange transaction not recognized.		Budget/ Rev	Purification Plant recognize in AFS and FAR for year ended 30 June 2010.				Done.
26.	Interest on debtors' revenue figure does not agree to debtors' interest report.		Rev	Cleared				Done.
27.	Repairs and maintenance discrepancies:	H	Exp	Requisition form completed requests for repairs whilst service performed is of the capital nature (pumps)	<ul style="list-style-type: none"> • Review of invoices by expenditure accountant. • Create budget line item for acquisition of new pumps. • Engage Technical Service about the need to defined request properly and use of correct vote. • Confirmation vote by the budget officer prior acquisition. • Review of ledger accounts on a monthly basis – CFO/Manager 	S. Mkhize T. Shezi	31/03/2011	<p>Vote allocation on requisition to be checked by Budget Section.</p> <p>All R&M expenditure for 2010/11 to be reviewed by T Shezi to ensure correctness of allocations to vote numbers.</p>

Action plan on audit findings

STATUTORY AUDIT TURNAROUND PLAN
2010/2011 – IMPLEMENTATION PLAN

28.	VAT not accounted for on H Exp	• The system is not configured to cater VAT for accruals.	• To engage Munsoft to address the issue.	Munsoft to be approached to rectify system generated year end journal entry as regards accruals (outstanding orders) at 30 June.
-----	--------------------------------	---	---	--

#	Audit Finding	Rating	Unit	Root Cause	Action	Assigned to	Date of action	Action to Date
29.	Incorrect valuation of leased assets and finance lease liability.		Budget		Figures were corrected in the AFS for the year ended 30 June 2011.	N.A.	N.A.	
30.	Stock on hand not included in the inventory.	H	SCM	• Lack of management supervision.	• Cleared, we need perform stock count quarterly starting from end of March.	SCM	01/04/2011	CFO to speak to Terry McCullum re introduction of system.
31.	Inventory incorrectly reflected in the financial statements	H	SCM/Budget		<ul style="list-style-type: none"> • Monthly review of stock count.. • Outside stores to be brought onto stores computer system and managed/monitored. 			CFO to employ staff to run outside stores and outside stores to be brought onto Munsoft.
32.	Incomplete and inaccurate water revenue and debtors. (Revenue not recognized for water meter installed before year end)	H Rev	• Lack of communication between revenue and technical.	<ul style="list-style-type: none"> • Lack recording of meter issued by stores. • Lack of monthly reporting. 	<ul style="list-style-type: none"> • Zanelle to phone Microvision about system developed. • Workshop all stakeholders (store, revenue & technical) involved to workshop the process • Keep register of all new application. • Monthly reporting for new installation and change of meters. 	S. Mkhize Z. Mkhize	31/03/2011	

Action plan on audit findings

**STATUTORY AUDIT TURNAROUND PLAN
2010/2011 – IMPLEMENTATION PLAN**

33.	Existence of debtors	H	Rev	<ul style="list-style-type: none"> Debt Steering Committee is inconsistent. Inconsistent credit control or process. Incorrect database 	<ul style="list-style-type: none"> Stratification of information – for actions Debt collection – appointment of panel Zoning of areas to verify information. Operation Zumbula i-meter. 	S. Mkhize Z. Mkhize ???????????	28/02/2011
34.	Outstanding EFT payment not reversed at year-end.	H	Exp	Lack of CMS Lack of segregation of duties	<ul style="list-style-type: none"> Implementation of contract module. Supervision of bank reconc. 	T. Shezi	31/03/2011
35.	Overstatement of leave pay provision.	H	Exp	Lack leave monitoring	<ul style="list-style-type: none"> Calculation of monthly leave provision - Site Mavundla. 	T. Shezi	28/02/2011
36.	Failure of the directors to report to the accounting officer on deviations approved from the procurement process.	H	SCM All unit		<p>System to be put in place where Directors (HODS) are involved in the procurement process for their department and will be required to explain and authorize any deviations from SCM policy.</p>	SCM	31/03/2011

#	Audit Finding	Rating	Unit	Root Cause	Action	Assigned to	Date	Action to Date
37.	Acceptance of verbal and written quotations by directors is not reported to the accounting officer.	H	SCM		Directors to approve all appointments of service providers undertaking work for their department prior to the appointment and to report monthly to the MM all appointments of service providers for their departments.	SCM and All Directors	31/03/2011	System to be put in place – Directors' responsibility.
38.	Awards by directors and BAC not reported to the accounting officer.	H	SCM		SCM to institute monthly report to MM showing all SCM awards.	SCM	31/03/2011	Manager:SCM to report to MM.

Action plan on audit findings

STATUTORY AUDIT TURNAROUND PLAN
2010/2011 – IMPLEMENTATION PLAN

39.	Annual financial declaration of interest completed timeously.	M	MM	All Councillors and Senior Officials to sign declaration of financial interest forms annually.	C Harris		Per Colin Harris Councillors and Senior Management compiled for the 2010/11 year.
40.	No evidence of community participation in respect of setting appropriate KPI's and performance targets.	M	MM	Minutes/attendance registers, photos to be documented and filed as evidence of community participation.	Dir Corp Gov/R Maree		
41.	No half-yearly performance report submitted for municipal entity.	M	MM	Half yearly performance report to be submitted in terms of the MFMA to the MM by 20 January 2011.	CEO Enterprise Illembe	20/01/2011	Done for 2010/11.
42.	Progress on addressing previous problems not detailed in half yearly performance report.	M	MM	MM to address previous problems and progress thereon in his half yearly performance report.	MM	25/01/2011	Done in the Mid Term Review for the 2010/11 financial year.
43.	SDBIP not approved by the Mayor within 28 days of the approval of the budget.	M	MM	SDBIP to be approved by the Mayor 28 days after the approval of the budget.	Manager PMS		
44.	Performance management framework not developed and approved.	H	MM	Performance management framework to be developed and approved.	Manager PMS	30/04/2011	
45.	Debtors figure disclosed does not agree to independent confirmation.	M	REV	Umgenei water debtor balance to be agreed with Umgenei Water. If necessary adjustment needs to be made to the accounting record to reflect the correct amount.	T Shezi	31/03/2011	MM to engage with Umgenei Water as regards Right of Use Agreement and the R2.0 mil. T Shezi to reconcile Umgenei water Debtor and agree with UW. See item 19.
46.	Commitment disclosed note does not agree to supporting schedule.	Tech Serv		System to be implemented to monitor projects awarded showing expenditure to date and commitment going forward.	Tech Services	31/03/2011	
47.	Audit fee incorrectly disclosed as a creditor in AFS.	M	Budget	All audit fees to be accounted for in the accounting period that the service was provided. No estimated accrual to be raised in future.	T Shezi	30/06/2011	All accounting fees to be accounted for in the accounting period that the service was provided.
48.	Planned and reported	MM		KPIs to be specific, measurable,	Manager:	30/04/2011	

Action plan on audit findings

Page 10

STATUTORY AUDIT TURNAROUND PLAN
2010/2011 – IMPLEMENTATION PLAN

performance specific	indicators not				achievable, relevant and time bound.	PMS		
----------------------	----------------	--	--	--	--------------------------------------	-----	--	--

#	Audit Finding	Rating	Unit	Root Cause	Action	Assigned To	Date of action	Action to Date
49.	Budget not allocated as per development objective in SDBIP.	M	MM		SDBIP to reflect correct budget figures per KPI.			
50.	Inadequate content of IDP	MM			IDP to include Key performance Indicators and Performance Targets in terms of the Performance Management System.	Manager: IDP and Planning PMS	30/04/2011	IDP to show full SDBIP Organisational Scorecard.
51.	Reported actual performance is not accurate and complete when compared to source information	M	MM		Actual performance to be backed by source information/evidence.	Manager PMS	Every Quarter	
52.	No formalized, documented and approved policies pertinent to financial reporting.	M	Finance		To develop and workshop to the Council by the end of March 11.	S Mkhize	31/03/2011	
53.	Code of Conduct not periodically acknowledged by signature from all employees.	L	MM		All existing and in future new employees to be given a Code of Conduct for which a signature must be obtained.	Manager HR	30/06/2011	Manager: HR to put Code of Conduct on website. Email with Code of Conduct to be sent to all staff with email addresses. All staff without Email addresses to be workshoped on Code of Conduct.
								Ex Audit Committee 25/02/2011 all employees to be given Code of Conduct on receipt of their signature

Action plan on audit findings

**STATUTORY AUDIT TURNAROUND PLAN
2010/2011 – IMPLEMENTATION PLAN**

#	Audit Finding	Rating	Unit	Root Cause	Action	Assigned to	Date of action	Action to Date
54.	Inadequate risk assessment procedures.	M	MM	Risk assessment procedures to be scrutinised and where necessary revised to ensure that they are adequate.	MM	30/04/2011	Risk Assessment Officer appointed on a four month contract basis to enact framework.	during the Employee Verification process.
55.	No evidence of review of the investment register on a monthly basis.	L	Exp	Investment register will be reviewed and signed by Manager: Expenditure on monthly basis.	T. Shezi	31/01/2011	T Shezi is signing the Investment Register on a monthly basis.	T Shezi to ensure Investment Statement reconciles with the General Ledger on a monthly basis.
56.	Overtime in excess of 30% of basic salary	M	Corp Serv	Each department to introduce an overtime register reflecting each employee and the overtime authorized for each month. Where 30% of basic salary (approx. 48 hours) is reached no further overtime should be authorized.	All Directors	31/03/2011	Each department to introduce overtime register to manage overtime in terms of the BCOE Act.	HR Manager to look at ways of introducing shifts so as to alleviate the problems experienced by the Tech Serv Department.
57.	No screening/vetting of new employees.	H	Corp Serv	Methods of screening employees prior to appointment to be introduced.	Manager HR	31/03/2011	Per Manager: HR due to the time constraints involved only Directors, Managers and SCM staff are vetted.	

#	Audit Finding	Rating	Unit	Root Cause	Action	Assigned to	Date of action	Action to Date
58.	Suppliers" not paid within 30 days.	M	Exp	<ul style="list-style-type: none"> • Lack of proper creditors system. • None compliance with SCM process. • Lack of SLA between Finance and other user 	<ul style="list-style-type: none"> • Review of age analysis and outstanding orders. • Workshop of the SCM process. • Finalization of SLA between Finance and other user 	T. Shezi	31/05/2011	<ul style="list-style-type: none"> • Invoices dated on receipt. Where invoices are not paid within 30 days reason for non payment will be documented on the invoice.

Action plan on audit findings